

---

---

पाठ्यपुस्तकों में प्रकार और पृष्ठ लेआउट के  
चयन के लिए गाइड  
( पहला पुनरीक्षण )

Guide for Selection of Type and Page  
Layout in Textbooks  
( First Revision )

ICS 37.100.99

© BIS 2023



भारतीय मानक ब्यूरो  
BUREAU OF INDIAN STANDARDS  
मानक भवन, 9 बहादुर शाह ज़फर मार्ग, नई दिल्ली - 110002  
MANAK BHAVAN, 9 BAHADUR SHAH ZAFAR MARG  
NEW DELHI - 110002  
[www.bis.gov.in](http://www.bis.gov.in) [www.standardsbis.in](http://www.standardsbis.in)

## FOREWORD

This Indian Standard (First Revision) was adopted by the Bureau of Indian Standards, after the draft finalized by the Publication & Graphic Technology Sectional Committee had been approved by the Management and Systems Division Council.

During the last few years, educational programme at all levels have been considerably stepped up. This has resulted in a phenomenal expansion in textbooks production in English as well as in regional languages. These recommendations have been formulated for the guidance of authors, editors, publishers and printers so that textbooks are produced in accordance with a scheme of quality control giving due consideration to such aspects as typography, layout and selection of paper.

The recommendations given in the guide are valid for textbooks to be read under favorable visual conditions.

The standard was first published in 1971. This revision has been brought out to bring the standard in the latest style and format of the Indian Standard.

The composition of the committee responsible for formulation of the standard is listed in Annex A.

*Indian Standard***GUIDE FOR SELECTION OF TYPE AND PAGE LAYOUT IN  
TEXTBOOKS***( First Revision )***1 SCOPE**

This standard gives guidance for the selection of paper and type and typographical layout in textbooks with respect to comprehension, readability and presentation. The recommendations relate to textbooks printed in English to be read under normal conditions and covers pre-primary, primary, middle, and secondary/university levels which roughly correspond to the age groups under 6, 6 to 10, 11 to 13, and 14 and above, respectively.

**2 REFERENCES**

The standard listed below contain provisions which, through reference in this text, constitute provision of this standard. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this standard are encouraged to investigate the possibility of applying the most recent editions of the standards listed below:

<i>IS No.</i>	<i>Title</i>
IS 5046 : 1994	Letterpress ink, black, book printing — Specification ( <i>second revision</i> )
IS 7160 : 2003	Guide for print area, margins and type sizes for textbooks ( <i>first revision</i> )

**3 FACTORS AFFECTING COMFORT OF READING**

The typographical qualities of print that affect its legibility of print and comfort of reading include the following:

## a) Paper:

- 1) Paper-print contrast, and
- 2) Kind and quality of paper.

## b) Type:

- 1) Type face, and
- 2) Size.

## c) Layout of Page:

- 1) Print area which includes line width and depth;
- 2) Spacing between:
  - i) Words,
  - ii) Lines,
  - iii) Paragraphs,
  - iv) Sub-heading,
  - v) Sub-sub-heading,
  - vi) Sinkage of new chapter,
  - vii) Chapter number and chapter heading, and
  - viii) Chapter heading and text.

## 3) Margins of page:

- i) Inner margin,
- ii) Head or top,
- iii) Fore-edge (outer margins), and
- iv) Foot or bottom.

## 4) Indention.

**4 PAPER****4.1 Paper-Print Contrast**

Black ink conforming to IS 5046 on non-glossy white paper is a combination which provides good brightness contrast, giving higher legibility, should be preferred. For illustrated books bright, reasonably light fast colour inks are recommended.

**4.2 Kind of Paper Surface**

The paper surface should produce very little reflection. Examples are machine finished paper (MF) or super calendar (SC) paper where fine line blocks and half-tone blocks reproduce well along with textual matter.

**5 TYPE****5.1 Type Face**

Readability should be the criterion in the selection of type face and the sizes should have appropriateness for text, heading, foot-notes and

captions. As far as possible, for continued reading matter sans-serif type may be avoided. Times New Roman, Baskerville, Plantin, Bembo and Imprint types are a few of the examples recommended.

### 5.1.1 Type Size

The recommended type sizes for use in textbooks are given below:

a)	Pre-primary	{	24 pt 18 pt
b)	Primary	{	14 pt 12 pt
c)	Middle		12 pt
d)	Secondary and University		10 pt

## 5.2 Selection of Type Faces

It is often best to choose the type from one family for setting a book. An effective display may be achieved by judicious selection of types from the same family.

## 6 LAYOUT OF A PAGE

### 6.1 Print Area

The print area for various sizes of textbook is given in the IS 7160.

### 6.2 Spacing

#### 6.2.1 Between Words

Appearing space shall be uniform.

#### 6.2.2 Between Lines

It shall not exceed two points for text set up to 12 points, three points for 14 points to 18 points and 6 points or less for text set in 24 points depending on the beard of the face.

#### 6.2.3 Between Paragraphs

Extra inter-Para space may be avoided.

#### 6.2.4 Between Sub-heading and Sub-sub-heading

One line of the same point being used for the text.

#### 6.2.5 Sinkage of New Chapter

It shall not exceed six lines of the same point being used for the text. A new chapter heading should begin from a fresh page.

#### 6.2.6 Between Chapter Number and Chapter Heading

One line of the same point used for the text.

#### 6.2.7 Between Chapter Heading and Text

Up to two lines of the same point used for the text.

#### 6.2.8 Between Text and Folio Heading

One line of the same point used for the text.

### 6.3 Margin

The dimension for margins (inside, top, outside and bottom) for different sizes of books are specified in the IS 7160.

### 6.4 Indention

Indention shall be as given below:

- All paragraphs shall have 1 cm space of the same body size,
- Sub-paragraphs shall have a minimum of 2 cm space 'of the same size, and
- Sub-sub-paragraphs shall have a minimum of 3 cm space of the same body size.

## 7 FOLIO HEADING

**7.1** The folio heading should preferably be given at the top in the centre of the page.

**7.2** The folio heading should preferably be in small caps in the same type face and point size as used for the text of the book.

## 8 FOOT-NOTE

Foot-note shall be set in a size 2 points less than the text matter with paragraph commencing with 1 cm indention and subsequent lines in full measure. The foot-note shall be separated from the text by a white space equivalent to a depth of 2 lines.

**ANNEX A**  
(Foreword)

**COMMITTEE COMPOSITION**  
Publication & Graphic Technology, MSD 06

<i>Organization</i>	<i>Representative(s)</i>
Guru Jambheshwar University, Hissar	DR ANJAN KUMAR BARAL ( <i>Chairperson</i> )
Authentication Solution Providers Association (ASPA) Former Hologram Manufacturers Association of India, New Delhi	SHRI CHANDER SHEKHAR JEENA SHRI NITYANAND SHENOY ( <i>Alternate</i> )
Avantika Printers Private Limited, New Delhi	SHRI MUKTNATH PANDEY
Central Pulp and Paper Research Institute (CPPRI), Saharanpur	SHRI SANJAY TYAGI SHRI R. D. GODIYAL ( <i>Alternate</i> )
Delhi Printers Association, New Delhi	SHRI B. D. MENDIRATTA SHRI SUNIL JAIN ( <i>Alternate</i> )
Department of Printing Technology, Anna University, Chennai	PROF N. RAJESWARI
Department of Printing Technology, Jadavpur University, Kolkata	DR ARPITAM CHATTERJEE
Directorate General of Quality Assurance (DGQA), Bangaluru	DR N. K. MURTHY
Directorate General of Quality Assurance (DGQA), Ministry of Defence, New Delhi	COL M. MURALIDHARAN SHRI JANARDHAN K. ( <i>Alternate</i> )
Directorate of Printing, New Delhi	REPRESENTATIVE
Future Schoolz	SHRI KULAKKADA PRADEEP SHRI JOSE THOMAS ( <i>Alternate</i> )
Government Institute of Printing Technology, Mumbai	SHRI SAMEER DESHPANDE
Indian Printing Packaging and Allied Machinery Manufacturers Association (IPAMA), Noida	SHRI S. DAYAKAR REDDY SHRI PRASHANT VATS ( <i>Alternate I</i> ) SHRI NAVEEN GUPTA ( <i>Alternate II</i> )
IPP Services, Training and Research Private Limited (IPPSTAR), Noida	SHRI NARESH KHANNA
Joy D-Zign Engineers Private Limited, New Delhi Kumar	SHRI N. S. MANKU
Printers Private Limited Palwal district, Gurugram	SHRI SANDEEP BHARGAVA
Manipal University, College of Printing, Manipal	SHRI AMRUTHARAJ H. KRISHNAN SHRI RAMNATH SHENOY ( <i>Alternate</i> )

<i>Organization</i>	<i>Representative(s)</i>
Map Printing Division, Survey of India, New Delhi	SHRI B. K. GUPTA SHRI EQUERAR AHMAD ( <i>Alternate</i> )
Pressman Solutions, Chennai	SHRI K. PANTHALA SELVAN
Principal, AGPC, Shivakasi	DR M. NANDAKUMAR
Printing Technology, COET, Pune	PROF MADHURA MAHAJAN
Production Manager, Sheetfed Module, ITC, Chennai	ER K. NATARAJAN
RSG Solutions, New Delhi	SHRI ISHANT KALKAL
The Department of Printing Technology, Anna University, Chennai	DR K. SENTHIL VADIVU
The Regional Institute of Printing Technology, Jadavpur, Kolkata	PROF SHANKHYA DEBNATH
Trigon Digipack Private Limited, Mumbai	SHRI ASHOKAN KRISHNAMOORTHY
In Personal Capacity ( <i>Plot 12, Cross Road 2, Lokhandwala Complex Andheri West Mumbai - 400 053</i> )	PROF KIRAN PRAYAGI
BIS Directorate General	SHRI ANUJ SWARUP BHATNAGAR, SCIENTIST 'F'/SENIOR DIRECTOR AND HEAD (MANAGEMENT AND SYSTEMS) [REPRESENTING DIRECTOR GENERAL ( <i>Ex-officio</i> )]

*Member Secretary*  
SHRI ASHISH V. UREWAR  
SCIENTIST 'C'/DEPUTY DIRECTOR  
(MANAGEMENT AND SYSTEMS), BIS



## Bureau of Indian Standards

BIS is a statutory institution established under the *Bureau of Indian Standards Act, 2016* to promote harmonious development of the activities of standardization, marking and quality certification of goods and attending to connected matters in the country.

### Copyright

BIS has the copyright of all its publications. No part of these publications may be reproduced in any form without the prior permission in writing of BIS. This does not preclude the free use, in the course of implementing the standard, of necessary details, such as symbols and sizes, type or grade designations. Enquiries relating to copyright be addressed to the Head (Publication & Sales), BIS.

### Review of Indian Standards

Amendments are issued to standards as the need arises on the basis of comments. Standards are also reviewed periodically; a standard along with amendments is reaffirmed when such review indicates that no changes are needed; if the review indicates that changes are needed, it is taken up for revision. Users of Indian Standards should ascertain that they are in possession of the latest amendments or edition by referring to the website- [www.bis.gov.in](http://www.bis.gov.in) or [www.standardsbis.in](http://www.standardsbis.in).

This Indian Standard has been developed from Doc No.: MSD 06 (20745).

### Amendments Issued Since Publication

Amend No.	Date of Issue	Text Affected

## BUREAU OF INDIAN STANDARDS

### Headquarters:

Manak Bhavan, 9 Bahadur Shah Zafar Marg, New Delhi 110002  
Telephones: 2323 0131, 2323 3375, 2323 9402

Website: [www.bis.gov.in](http://www.bis.gov.in)

### Regional Offices:

	Telephones
Central : 601/A, Konnectus Tower -1, 6 <sup>th</sup> Floor, DMRC Building, Bhavbhuti Marg, New Delhi 110002	{ 2323 7617
Eastern : 8 <sup>th</sup> Floor, Plot No 7/7 & 7/8, CP Block, Sector V, Salt Lake, Kolkata, West Bengal 700091	{ 2367 0012 2320 9474
Northern : Plot No. 4-A, Sector 27-B, Madhya Marg, Chandigarh 160019	{ 265 9930
Southern : C.I.T. Campus, IV Cross Road, Taramani, Chennai 600113	{ 2254 1442 2254 1216
Western : Plot No. E-9, Road No.-8, MIDC, Andheri (East), Mumbai 400093	{ 2821 8093

**Branches :** AHMEDABAD. BENGALURU. BHOPAL. BHUBANESHWAR. CHANDIGARH. CHENNAI. COIMBATORE. DEHRADUN. DELHI. FARIDABAD. GHAZIABAD. GUWAHATI. HIMACHAL PRADESH. HUBLI. HYDERABAD. JAIPUR. JAMMU & KASHMIR. JAMSHEDPUR. KOCHI. KOLKATA. LUCKNOW. MADURAI. MUMBAI. NAGPUR. NOIDA. PANIPAT. PATNA. PUNE. RAIPUR. RAJKOT. SURAT. VISAKHAPATNAM.